

**Proposal Review Committee**  
**August 26, 2014**  
Statewide Benefits Office  
500 W. Loockerman Street  
Duncan Building, Ste. 320, Dover, Delaware

**Public Session:** 8:38 a.m.

The Proposal Review Committee met on August 26, 2014, at the Statewide Benefits Office, Dover, Delaware. The following committee members and guests were present:

Faith Rentz, OMB, Deputy Director, Statewide Benefits  
Brenda Lakeman, OMB, Director, HR and Benefits Administration  
Laurene Ehemann, OMB, RFP and Contract Manager, Statewide Benefits  
Leslie Ramsey, OMB, Program Lead, Statewide Benefits  
Valerie Watson, Department of Finance  
Kimberly Reinagel-Nietubicz, Office of Controller General  
Rebecca Zink, Office of the Treasurer  
Jenifer Vaughn, Delaware Insurance Department  
Hal Taylor, Correctional Officers' Association  
Emily Cunningham, Office of the Lt. Governor  
Ashley Tucker, Administrative Office of the Courts  
Bryan Spivey, Segal Consulting Group

**Introductions/Sign In**

Ms. Lakeman called the meeting to order at 8:38 a.m. The representative from the Department of Health and Social Services was not present.

**Approval of Minutes**

Ms. Rentz requested a motion to approve of the minutes from the June 16, 2014, meeting of the Proposal Review Committee. A motion was made by Ms. Watson and seconded by Ms. Vaughn. The motion was approved with unanimous voice vote.

**Discussion of the RFP for the Life Insurance Program**

Ms. Lakeman requested a motion to move into Executive Session to discuss the finalists' bids and conduct interviews. Ms. Cunningham made the motion and it was seconded by Ms. Ramsey. The PRC moved into Executive Session at 8:39 a.m.

Upon conclusion of the Executive Session, a request to move back into the Public Session was made by Ms. Lakeman. A motion was made by Ms. Tucker at 3:40 p.m. to move back into the public meeting and Ms. Vaughn seconded.

**Adjournment:** With no further business, a motion to adjourn was made by Ms. Cunningham and seconded by Ms. Watson. Upon unanimous voice approval, the meeting was adjourned at 3:41 p.m. Please note there were no public attendees.

Respectfully submitted,

*Laurene M. Ehemann*

Laurene M. Ehemann  
RFP and Contract Manager